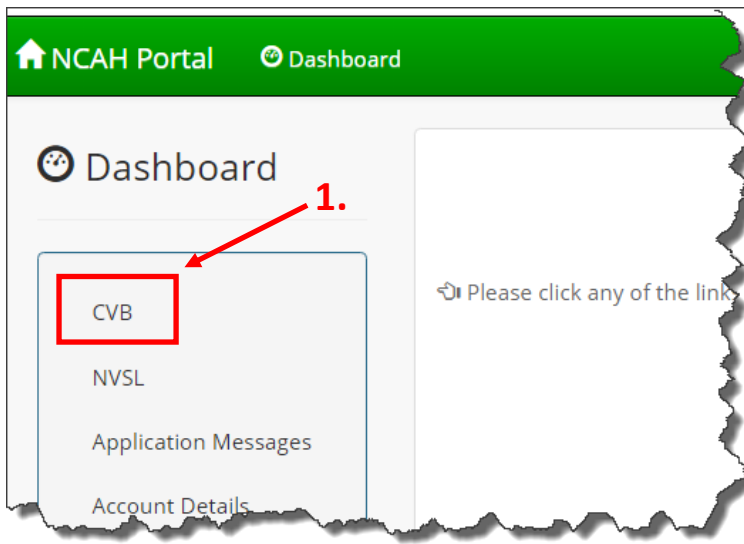
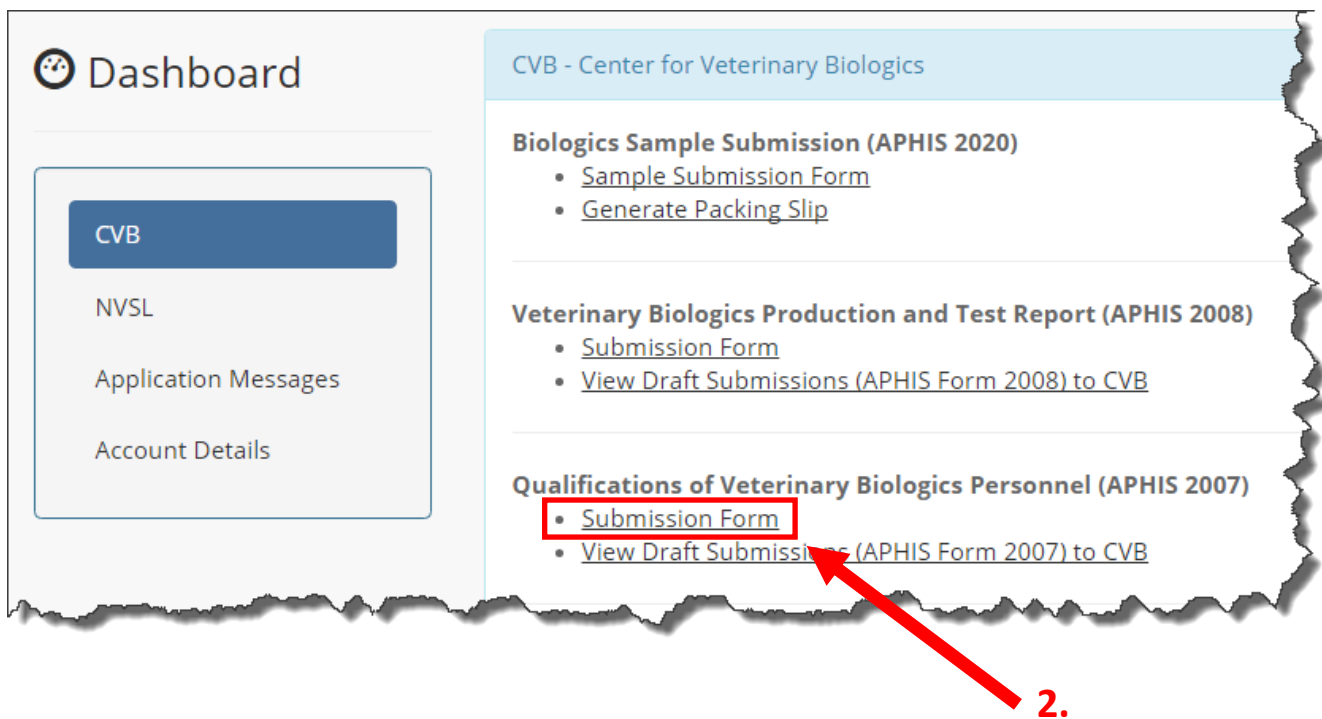


NCAH PORTAL CVB QUICK REFERENCE GUIDE

Qualifications of Veterinary Biologics Personnel - (APHIS 2007)



For APHIS Form 2007 submissions, start by entering the CVB section of the Portal and then navigating to the 2007 Submission Form.



You will be taken to the Qualifications of Veterinary Biologics Personnel Form.

NCAH PORTAL CVB QUICK REFERENCE GUIDE

Qualifications of Veterinary Biologics Personnel - (APHIS 2007)

Create - Qualifications of Veterinary Biologics Personnel (APHIS 2007)

Fields with a red asterisk (*) are required.

[CVB Home](#) / Submission Form (APHIS 2007)

Establishment Information

Submission Type*	New User/Site ▼	-----> <i>Select from drop-down menu.</i>
Establishment*	999 - Your Firm, Inc. ▼	-----> <i>Select from drop-down menu.</i>
Site Address*	123 1st Street, Ames, IA 50010 ▼	-----> <i>Select from drop-down menu.</i>

ESTABLISHMENT INFORMATION

Submission Type

New User/Site - For an employee who has never had an APHIS Form 2007 submitted to the CVB for the selected Establishment Site.

Modify Employee Information - For an employee who already has information existing under the selected Establishment Site and the information needs to be updated. This option will pull the existing information for modifications.

Inactivate User - For an employee who is no longer employed or no longer needs access to the NCAH Portal. This option will also pull the existing information from the CVB database and will automatically terminate access to the NCAH Portal upon submission to the CVB.

Establishment - Select from the list of manufacturers. This list is populated by the active manufacturers the current portal user is assigned to within the CVB database.

Site Address - Provide the physical address of the applicant's main work duty station. All licensed sites will appear in the drop down list.

NCAH PORTAL CVB QUICK REFERENCE GUIDE

Qualifications of Veterinary Biologics Personnel - (APHIS 2007)

Employee Information

Select "Prefix" from drop-down menu, and enter Employee's Name Information.

Name*	<u>Prefix</u> Mr ▼	<u>Last*</u> Doe	<u>First*</u> James	<u>Middle</u> R
--------------	-----------------------	---------------------	------------------------	--------------------

Enter Employee's Work Contact Information.

Contact Info	<u>Phone Number</u> 155-255-5555	<u>Fax Number</u> 	<u>E-Mail Address</u> james.r.doe@me.com
	<u>eAuthentication Username</u> jrdoe		

EMPLOYEE INFORMATION

Name

Prefix - Select Prefix for employee. This is a non-mandatory field

Last - Enter employee's last name.

First - Enter employee's first name.

Middle - If available enter employee's middle name, this is a non-mandatory field.

Contact Info

Phone Number - Although not mandatory, applicants are strongly encouraged to provide their work phone number. Provide the country code if the primary work site is outside of the United States.

Fax Number - This is a non-mandatory field for the employee's work fax number.

E-mail Address - This is a non-mandatory field for the employee's work email address; however, is strongly encouraged for roles receiving written communication from APHIS such as Liaison, Alternate Liaison, and Serial Release.

eAuthentication Username - This is a non-mandatory field for the employee's eAuth user name. However, this is needed for an employee to obtain access to the NCAH Portal. Specific portal access roles will be based upon duties/roles, as show in the Employment Information Section of this document.

NCAH PORTAL CVB QUICK REFERENCE GUIDE

Qualifications of Veterinary Biologics Personnel - (APHIS 2007)

Employment Information

Job Title*

Lead Vet

-----> Enter employee's Job Title at establishment

Year Employed

2006

-----> Enter year started at employment site. Format (YYYY)

Duties/Roles

Not Selected

Showing all 10

Filter --> Enter text to search "Not Selected" list.

Selected

Showing all 2

Filter --> Enter text to search "Selected" list.

Select single arrow to move one selected item, and double arrows to move all items in search box.

→ →	→	←	← ←
Animal Care Supervisor		Consumer Complaint Contact for CVB	
Chair Institutional Biosafety Committee		Veterinarian of Record	
Chair, Animal Care/Use Committee (IACUC)			
Export Contact			
Liaison			

EMPLOYMENT INFORMATION

Duties/Roles - Select any role(s) that are assigned to the employee. These roles are usually in relation to a government assigned role or contact. Not all applicants will have assigned roles.

Note: Please see Portal Roles User Guide for designated roles within the NCAH Portal. Starred(*) items below are roles that enable elevated levels of portal access.

Supervisor, Animal Care – Firm designated role.

Chair, Animal Care/Use Committee (IACUC) – Firm designated role.

Consumer Complaint Contact – Firm designated role.

Export Contact – Firm designated role. The primary contact for export documents.

Liaison* – Confirmed by the CVB. Primary point of contact for all official correspondence submitted.

Liaison, Alternate* – Confirmed by the CVB. Secondary point of contact for all official correspondence.

Quality Review * - Firm designated role. Role that has access for quality checks on all NCAH Portal submissions prior to being submitted to the CVB.

Sampler, Authorized * – Confirmed by the CVB. Designated role for the selection and submission of government routine/retention samples & master seeds and cells.

Serial Release * - Firm designated role. Point of contact for the preparation and submission of biological summaries (APHIS Form 2008s).

Site Contact – Firm designated role. Contact for CVB for sites that may not have liaisons or alternate liaisons, such as foreign manufacturing sites.

Veterinarian of Record – Firm designated role.

NCAH PORTAL CVB QUICK REFERENCE GUIDE

Qualifications of Veterinary Biologics Personnel - (APHIS 2007)

Educational History

Use text fields and drop-down menus to enter employee education history.

Education
Select to delete education dialog box. ----->
DELETE

Name of Institution*

Degree Type*

Year Obtained*

+ Add Education History
-----> Select to add additional education history.

Misc

Data File

Browse ...

-----> Select browse to prompt a dialog box to add a data file.

Note: You may add an optional attachment if you would like to add more data.

Remarks

-----> Enter any remarks.

☒ I agree that I've looked over this information and everything entered is true to my knowledge.
 -----> Check box once complete.

✔ Save
-----> Select button to save form.

EDUCATION HISTORY

Education – Only list education relevant to working in the biologics industry or with biological products. Although this is not a mandatory entry, education should be included for applicants seeking to be acknowledged by the CVB as liaisons or alternate liaisons.

Name of Institution – Provide the name of school, university, or institution accredited to issue degree or certificate.

MISC.

Data File – Optional attachment for any relevant information for the applicant that elects to provide. Examples may include evidence of trainings (such as sampler training), or requests for CVB confirmed roles (Liaison).

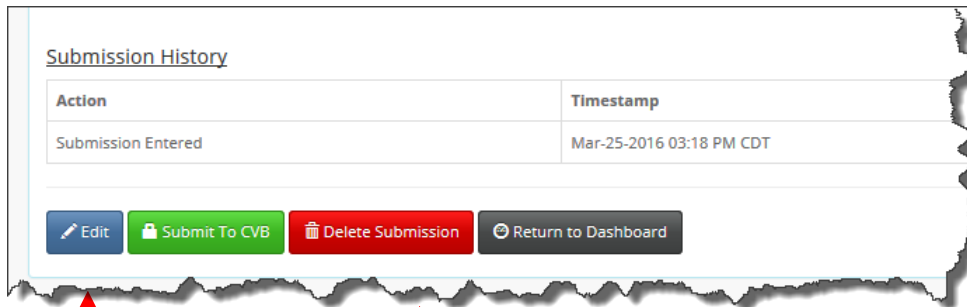
Remarks – Optional field for any additional comments, up to 150 characters.

Entry of APHIS 2007 Complete

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NCAH PORTAL CVB QUICK REFERENCE GUIDE

Qualifications of Veterinary Biologics Personnel - (APHIS 2007)



Submission History

Action	Timestamp
Submission Entered	Mar-25-2016 03:18 PM CDT

[Edit](#)
[Submit To CVB](#)
[Delete Submission](#)
[Return to Dashboard](#)

Select to Edit the submitted form.

Note: Once CVB has received the form you can no longer edit or delete the form.

Select to Delete the submitted form.

Submit one 2007 to CVB

Submit – Only liaisons or alternate liaisons may submit APHIS Form 2007s to the CVB. Upon submission, the user will receive the Mail

NCAH PORTAL CVB QUICK REFERENCE GUIDE

Qualifications of Veterinary Biologics Personnel - (APHIS 2007)

Submit Multiple 2007s to CVB

The screenshot shows a sidebar on the left with links: CVB, Application Messages, and Account Details. The main content area has three sections:

- Biologics Sample Submission (APHIS 2020)**
 - [Sample Submission Form](#)
 - [Generate Packing Slip](#)
- Veterinary Biologics Production and Test Report (APHIS 2008)**
 - [Submission Form](#)
 - [View Draft Submissions \(APHIS Form 2008\) to CVB](#)
- Qualifications of Veterinary Biologics Personnel (APHIS 2007)**
 - [Submission Form](#)
 - [View Draft Submissions \(APHIS Form 2007\) to CVB](#)

To submit multiple 2007s in one submission to the CVB, choose the View Draft Submissions to the CVB.

The screenshot shows a table titled "Select Open Submissions (APHIS 2007) To Submit To CVB". The table has columns: Type, Establishment, Site, and Name. There are two entries in the table. A red arrow points to the "Submit To CVB" button at the bottom left.

Type	Establishment	Site	Name
<input type="checkbox"/> Inactivate User	999 - Your Firm, Inc.	123 1st Street, Ames, IA 50010 - Manufacturing Site	Cook, Ricky A
<input type="checkbox"/> New User/Site	999 - Your Firm, Inc.	123 1st Street, Ames, IA 50010 - Manufacturing Site	Peterson, Am

Showing 1 to 2 of 2 entries

[Submit To CVB](#)

To submit multiple 2007s in one submission to the CVB, click in the check boxes for items to be submitted

Note: Once CVB has received the form you can no longer edit or delete the form.